DCDS Reports

Employee Reports - E HR-310 - Activity Usage Report

Purpose: The Employee Activity Usage report provides detailed information on a single employee's or agency activity

for a pay period. The minimum data required to be entered is department, agency, and TKU.

Frequency: As requested (after timesheets for the requested pay period have been saved or submitted). If requested before

timesheets have been saved, fields will be blank.

Distribution: The report is available to DCDS users who have been granted the appropriate security.

Sequence: Department, Agency, TKU, Employee Name

Media: Displayed on-line or the report may be printed.

Retention: Per Department Policy. Information is available on-line for one fiscal year.

Information: A. The Employee Activity Usage report is accessed through the <u>Reports</u>, Employee Data

Collection E - Activity Usage items on the menu.

B. The following detail is displayed:

Activity

■ Pay Period (PP) Total

Hours for each day of the pay period

Weekly Total

State	of Michigan	
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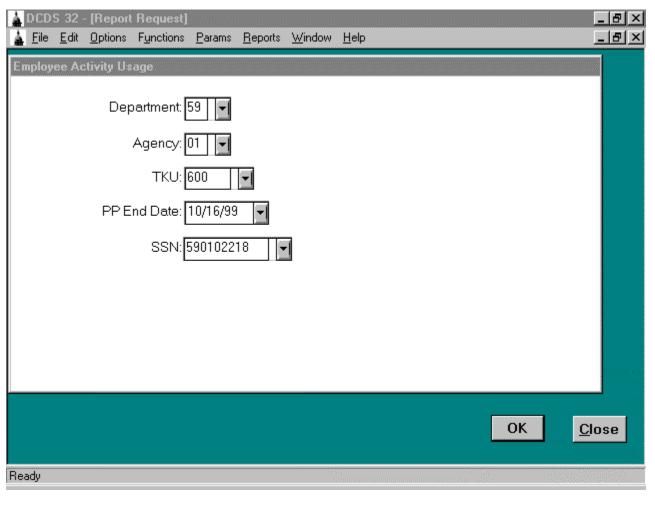
DCDS Reports

Information	:
(Continued)	

- Coding Block Elements
- Date
- Location
- Sub Location
- Recipient
- Work Request Number
- Equipment Number
- Commodity ID
- Quantity
- Comments
- Pay Period (PP) Total
- Summary Total (Sum Tot)
- Weekly Total
- Submitted By
- Date Submitted
- Approved By
- Date Approved

C. Total hours are provided for the employee for the pay period.

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Report Request Screen

To display the Report Request screen for the Employee Activity Usage report, select the Reports menu item from the Menu bar and click on the Employee Data Collection menu item. From the cascading menu, click on \underline{E} - Activity Usage menu item.

The Report Request screen allows users to enter the appropriate criteria to request Employee Activity Usage Report.

The user's Department, Agency, TKU, SSN and the current Pay Period End Date display. To display information for a previous pay period end date, enter or select the appropriate pay period end date. When the appropriate information has been entered, click the OK button

The Report Pre-View screen displays the report on-line for the employee. The printed report is displayed on the next page.

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HR-310 - Employee Activity Usage

					ESOURCE SYSTEM USAGE REPORT				RUN DATE: 10/09/1997 07:32:3. PAGE 1 OF 1	
DEPARTMENT: 59 DEPARTMENT OF TRANSPORTATION					PAY PERIOD END DATE: 09/06/1997					
AGENCY: 01 CENTRAL OFFICE						PAY PERIOD NO: 19				
TKU: 601 CLIC	O PROJECT OFFICE									
NAME: CHARLEY, BARTON E		SS	SSN: 590-10-1910			APPOINTMENT DATE: 01/19/1981				
AY INDEX SALT Salt Dispersal	$ \frac{M}{PCA} \qquad \frac{T}{GRANT} $.00 4.00	TH <u>F</u> PH AG1	<u>S</u> <u>PROJECT</u>	<u>WEEF</u> <u>PH</u>	CLY TOTAL AG2 12.00	<u>S</u> <u>M</u> <u>AG3</u>	T MULTIPU	<u>W</u> <u>TH</u> JRPOSE	F S WEEKLY TOTAL	
<u>DATE</u> <u>COMMENTS</u>	LOCATION SUB LO	OCATION R	RECIPIENT		ORK REQUI UMBER	EST EQUIPM	IENT NUN	BER COMMODIT	TY ID QUANTITY	
MON 08/25/1997 5	5263 02			89	99	10923		SPRING		
PP TOTAL: SUM TOT:	12.00 0.00	<u>S</u> 0.00 0.00	<u>M</u> 8.00 0.00	$\frac{T}{4.00}$ 0.00	<u>W</u> 0.00 0.00	<u>TH</u> 0.00 0.00	<u>F</u> 0.00 0.00	<u>S</u> 0.00 0.00	WEEKLY TOTAL 12.00 0.00	
SIGNATURE		APPR	OVED BY:		DATE APPROVED:					

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